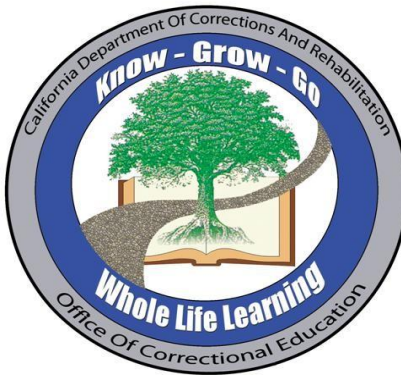


DEPARTMENT OF CORRECTIONS AND REHABILITATION

OFFICE OF AUDITS AND COMPLIANCE

EDUCATIONAL COMPLIANCE BRANCH



COMPLIANCE REVIEW FINDINGS

Salinas Valley State Prison

February 5-8, 2008

ADMINISTRATION

G. Lynn Hada

ACADEMIC EDUCATION

John Jackson

VOCATIONAL EDUCATION

Beverly Penland

LIBRARY

Philip Renteria

FEDERAL SUPPLEMENTARY PROGRAMS

Mark Lechich

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

No.	INSTITUTION: SVSP DATE: February 5-8, 2008 COMPLIANCE TEAM: G. Lynn Hada	YES/NO or NA	COMMENTS
1.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Allotments/Operating Expenses:</div> <ul style="list-style-type: none"> Does the Principal maintain a budget tracking system to monitor the school departments' complete budget? Is there an annual spending plan to determine sub-allotments to programs, expenditures and their balance? 	Yes	The principal maintains a good budget tracking system and it is up-to-date. There is also a spending plan.
2.	Based upon current policy (amount of budget allotted) does it appear that a viable spending plan is in place in order for allocated funds to be fully utilized by year end?	Yes	
3.	Are funds allocated by Office of Correctional Education available and spent within program areas?	Yes	
4.	Are funds tracked by funding source? General Fund, special Budget Change Proposal funding, Federal and State Grant Programs allocated by Office of Correctional Education?	Yes	
5.	Are allocated funds for the Bridging Education Programs including Arts In Corrections (AIC) used to provide program services to inmates?	Yes	
6.	Are law library purchases funded by the institution's general budget?	No	There is an ongoing attempt by CDCR Administration to resolve the use of Program 25 vs. Program 45 monies to operate Law Libraries. The ongoing discussions to resolve this funding issue are taking place between Adult Operations and Adult Programs headquarters staff.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

7.	Is the school following the Education Hiring Steps and Responsibilities memo and matrix dated July 13, 2006 instructions when filling vacancies?	Yes	
8.	Are the Education Monthly Report (EMR) and the Education Daily Report (EDR) accurate and being completed and submitted on a timely basis?	Yes	
9.	Has adequate space and equipment been provided for staff to perform the required duties of the Reception Center/Bridging Education Program, Arts In Corrections program and the TV Specialist?	Yes	
10.	<div>Credentials:</div> Are all instructional and supervisory staff credentialed appropriately within subject matter area where they are assigned?	No	One staff member did not have a valid credential on file; this credential holder had needed, since April 2007, verification of Level I requirements being met to have a valid credential.
11.	Does the assigned bridging staff hold appropriate credentials and/or placed in the appropriate Re-Entry classification?	Yes	
12.	<div>Duty Statements:</div> Are 100% of the staff duty statements on file and applicable to current position?	No	Many teachers have job descriptions on file but do not have duty statements.
13.	<div>Operational Procedures:</div> Does the institution have an Operational Procedure (OP) that addresses the legislative mandates of the Bridging Education Program?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

14.	<ul style="list-style-type: none"> Does the institution have an Operational Procedure for the Education Program? Does it use Department Operation Manual Chapter 10 as an inclusion? 	No	The Operational Procedure references Chapter 5 of the Department Operation Manual and not Chapter 10. The Department Operation Manual was revised which moved Chapter 5 to Chapter 10.
15.	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;">Staff Assignments:</div> <p>Does the Principal maintain a current and complete list of all authorized positions and their status?</p>	Yes	
16.	Are all staff appropriately working and/or assigned within the education program?	Yes	
17.	Do all staff within the education program report to, and are under the Principal's supervision?	Yes	
18.	Is the Bridging Education Program Reception Center/General Population/Arts In Corrections fully staffed with supervisory, instructional and ancillary personnel?	Yes	One Bridging Education Program teaching position is vacant but it is currently unfunded. There are currently 80 inmates on the PC 2933 waiting list.
19.	Are Re-Entry Program instructors, class code 7581, assigned only to the Bridging Education Program (BEP)?	Yes	
20	When Bridging Education Program vacancy occurs, is it immediately reclassified to class code 2290 Teacher, High School, General Education?	N/A	There has never been a vacancy in this classification.
21.	Has the Artist Facilitator been officially assigned to the Education Department?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

22.	Is there a system in place that is being utilized to ensure the tracking of inmates and their completed assignments during their transition from the Reception Center to the General Population Institution?	N/A	
23.	Has an individual been designated to be responsible for trouble-shooting the equipment and contacting Transforming Lives Network for needed support?	No	There was formerly a Plant Operations electronic technician assigned but that position is vacant and no one else has been designated to replace him...
24	When there is a modified program, class closure, etc., is a plan in place to continue to deliver education services and other required educational activities and is plan always implemented?	No	The plan is not always implemented. The Office of Correctional Education approved Operational Procedure is not being followed.
25	Is the Assessment Office Assistant (OA) performing duties delineated in the Assessment OA duty statement?	Yes	
26.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Alternative Education Delivery Model:</div> Is an approved Alternative Education Delivery Model Operational Procedure in place?	No	The SVSP existing OCE approved Education Operational Procedure is out-of-date (dated 2006.) The institution has unilaterally written a drastically revised Operational Procedure which has not been approved by the Office of Correctional Education.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

27.	Are all of the Alternative Education Delivery Models being locally implemented at the institution in agreement with the California Correctional Peace Officers Association agreement and the institutional Operational Procedure?	No	The AEDM is not implemented at SVSP. The Office of Correctional Education approved Operational Procedure is out-of-date (dated 2006.) The institution has unilaterally written a drastically revised Operational Procedure which has not been approved by the Office of Correctional Education that listed the Distance Learning as the only model to be implemented. However even the Distance Learning model in the revised Operational Procedure is not implemented.
28.	Are all Alternative Education Delivery Model positions filled?	No	There are currently no Alternative Education Delivery Models being implemented at SVSP.
29.	Do all Alternative Education Delivery Model faculties have the approved Alternative Education Delivery Model Duty Statement with required signatures?	No	There are currently no Alternative Education Delivery Models being implemented at SVSP.
30.	Are Alternative Education Delivery Model inmate enrollments/assignments being made based on eligibility criteria of the enrollments/assignment as defined in the course descriptions and guidelines?	No	There are currently no Alternative Education Delivery Models being implemented at SVSP.
31.	<ul style="list-style-type: none"> Are all Alternative Education Delivery Model Programs operating as full-time programs that meet the program-wide quotas? Are all approved Alternative Education Delivery Model faculty schedules posted? 	No	There are currently no Alternative Education Delivery Models being implemented at SVSP.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

32.	Gender Responsive Strategies: Has all education staff received Gender Responsive Strategies training provided by the Female Offender Programs (FOP) institutional administration?	N/A	
33.	Are female inmates' vocational assignments being made based on the eligibility criteria of the vocational assignment as defined in the course descriptions and vocational guidelines?	N/A	
34.	Certificates of Completion or Achievement: <ul style="list-style-type: none"> Are Certificates of Vocational or Academic Life Skills Completion being issued to those students earning them and recorded on a tracking system? Are Certificates of Achievement issued to those students who exit the program before the Certification of Completion is earned? 	No	Certificates are not being issued for all classes.
35.	Executive/Supervisory Assignments: Are documented staff meetings held regularly by Principal, Academic Vice Principal (AVP), and Vocational Vice Principal (VVP)? (monthly or more)	Yes	
36.	Is the Principal a member of the Warden's Executive Staff?	Yes	
37.	Does all supervisory staff conduct and record classroom visitations and observations on a quarterly basis?	No	There is no documentation of visits or observations and their frequency.
38.	<ul style="list-style-type: none"> Does the Academic Vice-Principal/Vocational Vice-Principal provide documented In-Service Training and On-the-Job Training? Are all probationary and annual performance evaluations currently due completed? 	No	There is no documented In Service Training or On the Job Training.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

39.	Are supervisors documenting contact with staff and inmates involved in the bridging program?	No	There was no documentation available and it was stated that the education administration did not know it was required.
40.	Are Transforming Lives Network quarterly reports being submitted to Office of Correctional Education by the due dates of Oct. 10, January 10, April 10 and July 10?	Yes	
41.	<div>Test of Adult Basic Education:</div> Is the Principal trouble shooting Test of Adult Basic Education score losses identified on the School Program Assessment Report Card (SPARC) and implementing remedial changes?	No	The principal was aware of the SPARC but has not used it to troubleshoot and implement any remedial changes.
42.	Is there a 4.0 reading level report generated and distributed to appropriate staff?	Yes	
43.	Is a list of inmates who have a verified Learning Disability generated and distributed to appropriate staff?	Yes	
44.	<div>Accreditation:</div> Has the education program been accredited by Western Association of Schools and Colleges (WASC), or has the application for accreditation been submitted to Western Association of Schools and Colleges?	Yes	
45.	<ul style="list-style-type: none"> Is there a continuing Western Association of Schools and Colleges process being followed by the school with the action plans being actively addressed in a timely manner. Is there a leadership team in place and do minutes substantiate regular meetings? 	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

46.	Inmate Enrollment/Attendance: Do academic, vocational, Bridging Education Program, Enhanced Outpatient Program and Alternative Education Delivery Model enrollments meet the required program quotas (15:1, 27:1, 54:1, 120:1)?	No	There are no Alternative Education Delivery Models in place, therefore there are no enrollments.
47.	Has the Institution developed an eligibility list for assigning inmates to the Bridging Education Program?	Yes	
48.	Does the Principal maintain a copy of the current inmate assignment waiting list?	Yes	There was a waiting list available but in its present format, the list requires much manual data extraction to provide the principal with useful information for long-range or short-range educational planning.
49.	Is education staff attending Institution Classification Committee (ICC) meetings for input into the placement of inmates into education programs?	Yes	
50.	Bridging Program: Has the teaching staff met with each inmate upon assignment to the Bridging Education Program?	Yes	
51.	Are all Bridging Education Program eligible inmates receiving an education orientation packet upon arrival to the housing unit?	Yes	Some sections of the Orientation Booklet supplied were out-of-date.
52.	Transitional Living Network (TLN): Has the Transforming Lives Network satellite dish been installed and operational?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

53.	Is the Literacy Coordinator (Academic Vice-Principal) designated as the Transforming Lives Network Coordinator?	Yes	Ms. Crosby
54.	Do the number of inmates being enrolled and the number completing Transforming Lives Network courses agree with the numbers reported to Office of Correctional Education?	No	There are no Transforming Lives Network enrollments reported on the Education Monthly Report to the Office of Correctional Education.
55.	Has Transforming Lives Network enrollment and completion data been tracked?	Yes	On the Quarterly Transforming Lives Network reports only.
56.	<div style="border: 1px solid black; padding: 2px;">GED Testing/High School Credit:</div> <ul style="list-style-type: none"> • Is there a High School credit program and General Educational Development (GED) Testing program that follows Office of Correctional Education and State requirements? • Are High School Diplomas and GED Equivalency Certificates issued to qualified inmates? 	No	There is no high school credit program in place and no high-school diplomas are issued. The principal plans on starting a High School program in the near future.
57.	<div style="border: 1px solid black; padding: 2px;">Inmate Education Advisory Committee:</div> <p>Is there an Inmate Education Advisory Committee established with regularly scheduled monthly meetings?</p>	No	There was no documentation of any meetings.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

58.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Education Files</div> <ul style="list-style-type: none"> Do all of the quarterly California Department of Corrections and Rehabilitation 128E and 154 or other official student school transcripts reports contain current and appropriate information that includes credits earned, course completions? Does the appropriate instructional staff sign all of the above reports? (Supervisory staff when instructional staff is not available.) Does supervisory staff (AVP/VVP) review these reports? 	No	Some CDCR 154 cards were not complete. As an example: the reverse side of the CDCR 154 card had not been completed even though the student has been assigned to the class for more than one year. Many CDCR 154 cards did not have Test of Basic Adult Education scores recorded as required by Education Policy.
59.	<ul style="list-style-type: none"> Are Education Files with a copy of the Record of Inmate Achievement (California Department of Corrections and Rehabilitation 154) transferred to Central Records when a student leaves education, transfers or paroles? Is a copy of the Record of Inmate Achievement (California Department of Corrections and Rehabilitation 154) (or High School Transcript) kept in the Education Office files in perpetuity? Are Education Files prepared for all assigned inmates? Are Bridging Education Program Education Files prepared for all assigned bridging students in the Reception Center and transferred to the General Population receiving institution? 	No	No copies of the Record of Inmate Achievement are kept.
60.	<ul style="list-style-type: none"> Are there any contracted, Office of Correctional Education sponsored or special programs operating at the institution? Have teachers assigned to these programs received special/related training? 	Yes	The Enhanced Outpatient Program and Behavior Modification Unit teachers have received special training.
61.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Literacy:</div> <p>Are literacy programs available to at least 60% of the eligible prison population?</p>	No	Per the Education Monthly Report only 31.4% of eligible inmates have literacy programs available to them.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

62.	Is there an active Site Literacy Committee that meets and documents quarterly meetings, and is it coordinated by the Principal or an Academic Vice-Principal?	Yes	However the committee is entirely composed of education staff and does not involve any other institution personnel as suggested by the April 1998 Statewide Literacy Plan.
63.	Does the Site Literacy Committee discuss the Bridging Education Program as part of its quarterly meetings?	No	The minutes were reviewed and there was no mention of the Bridging Education Program.
64.	Is the institution utilizing at least two alternate resources to implement literacy services for inmates?	Yes	
65.	Is there an established procedure for placing students into any existing Learning Literacy (LLL) lab? (a federally or non-federally funded Computer Aided Instruction /Plato/Computer Lab)	N/A	There is no LLL at SVSP.
66.	<div style="border: 1px solid black; padding: 2px;">Developmental Disability Program and Disability Placement Program Programs:</div> <p>If this is a Developmental Disability Program and/or a Disability Placement Program site, does the principal have the required documentation that demonstrates adherence to the Court Remedial Plans and California Department of Corrections and Rehabilitation/Office of Correctional Education policies?</p>	N/A	
67.	<div style="border: 1px solid black; padding: 2px;">ESTELLE/Behavior Modification Programs:</div> <p>Is documentation available regarding the original operational intent/concept of the Estelle/Behavior Modification Unit Program and are there actual implementations of the program/programs?</p>	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

68.	Is there an Estelle/Behavior Modification Unit Program monitoring and tracking process in place to record to record student progress through achievement/progress, data collection, instructional methods, and curriculum?	Yes	
69.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) – Risk and Needs Assessment: </div> Is there an approved Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Risk and Needs Assessment Operational Procedure (OP)?	N/A	
70.	Are all Recidivism and Reduction Strategy (RRS) assessment positions filled?	N/A	
71.	Are all other designated assessment positions filled? Is there a designated supervisor over the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Risk and Needs Assessment Program?	N/A	
72.	Do all designated assessment staff have an individual Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) log-on code? Is the security of the code maintained?	N/A	
73.	Does the assessment staff maintain appropriate security of laptop and/or stand-alone computers utilized for the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Risk and Needs Assessment Program?	N/A	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

74.	Recidivism Reduction Strategies: <ul style="list-style-type: none"> Is there a Recidivism Reduction Strategies expenditure tracking log maintained by the Principal for the purposes of identifying equipment or materials purchase or provided to the institution for assessments as identified in the Recidivism Reduction Strategies Budget Change Proposal (BCP)? Are inventories of Recidivism Reduction Strategies equipment maintained and current? 	N/A	
75.	Recidivism Reduction Strategies Enhanced Outpatient Program: Are all Enhanced Outpatient Program staff hired and in place?	Yes	
76.	Does the Principal (via the Academic Vice Principal) supervise the Enhanced Outpatient Program Teacher(s) in accordance with California Department of Corrections and Rehabilitation policy?	Yes	
77.	Have the Enhanced Outpatient Program Teacher(s) received training in performing the required duties as described in the Enhanced Outpatient Program Duty Statement?	Yes	
78.	Multi-Agency Re-entry Program (SB 618): Has the institution interviewed and hired for the Prison Case Manager positions as members of the Multi-Disciplinary team?	N/A	
79.	Are the four vocational programs referenced in Senate Bill 618 in place at the institution?	N/A	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

80.	Has a documentation process been established to monitor inmate contact time as well as inmate growth and completion of program?	N/A	
81.	<div>Vocational-Recidivism Reduction Strategies</div> Are all original vocational Recidivism Reduction Strategies (RRS) teacher positions filled and are all classrooms operating?	N/A	
82.	Are all Recidivism Reduction Strategies vocational classes at full enrollment?	N/A	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

NO.	INSTITUTION: SVSP DATE: February 5-8, 2008 COMPLIANCE TEAM: John Jackson	YES/NO or N/A	COMMENTS
1.	Student Job Descriptions:	Yes	All of the teachers had student job descriptions in their student file folders.
	Are all of the inmate students' job descriptions accurate, complete, signed, and available?		
2.	Student Records/Achievements:	Yes	All of the teachers had TABE scores. However, one of the teachers had old scores, due to an extended lock down of inmates assigned to his class.
	Do all the of classroom files reflect Test of Adult Basic Education scores that are being administered according to the quarterly testing matrix and that are not over six months old for students under the California Department of Corrections and Rehabilitation Literacy Plan criteria and Office of Correctional Education Test of Adult Basic Education testing requirements?		
3.	Are all of the California Department of Corrections and Rehabilitation 128-E chronological reports, classroom records and timekeeping documents, current, accurate, and secure?	Yes	All of the teachers had CDCR 128-E's in their student file folders.
4.	Is 100% of the California Department of Corrections and Rehabilitation curriculum recording system in-use, accurate, and current?	Yes	All of the teachers had the current curriculum recording system in their student file folders.
5.	Do 100% of the Permanent Class Record Cards (California Department of Corrections and Rehabilitation-151 form) reflect the minimum student contact time of 6.5 hours x-time or 8.5 hours of x-time for 4-10 programs for traditional classes?	No	Some of the teachers did not have current and up to date Permanent Class Records.
6.	Are Certificates of Completion or Achievement being issued to those students earning them?	Yes	Teachers were giving Certificates of Completion and Achievement to those students who earned them.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

7.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Instructional Expectations:</div> <p>Do all of the academic education classes have lesson plans that agree with the California Department of Corrections and Rehabilitation approved curriculum?</p>	Yes	All of the teachers had lesson plans.
8	<p>Are the required and/or elective credits in the academic subject being taught issued to inmates and recorded on the transcript?</p>	Yes	Those teachers who should be giving elective credits stated that they were giving them
9.	<p>Do all of the academic education classes have course outlines that agree with the California Department of Corrections and Rehabilitation approved curriculum?</p>	No	Some of the teachers did not have course outlines.
10.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Bridging Education Program Instructional Expectations:</div> <p>Is each teacher utilizing the established curriculum for Bridging Education Program and does each teacher have a copy of the curriculum?</p>	Yes	
11.	<p>Are the Test of Adult Basic Education and Comprehensive Adult Student Assessment System being Administered to Bridging Students? Are other assessments being used to assess the inmate job skills?</p>	Yes	The teacher was using the Test of Basic Adult Education to test reading every 6 months, will discontinue. Bridging students only need an initial reading assessment score. The teacher reviews assignments to assist students and uses the Aztec program for job skills.
12.	<p>Does Bridging Education Program teacher utilize the proper Permanent Class Record Card (California Department of Corrections and Rehabilitation 151 form) that is up to date and accurate?</p>	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

13.	Has the Bridging Education Program teacher developed a written weekly schedule to include student programs and contacts?	Yes	The teacher has a schedule of to see assigned students on each yard. Able to ducat inmates to an area in A & B yards. During lockdown visits via cell front. Spends a day in C yard using cell front due to lockdown conditions. D & E yard inmates are pulled out to visiting. Has a 54 quota.
14.	<div>Test of Adult Basic Education Testing Coordinator:</div> Are gain/loss reports (School Progress Assessment Report Card) and the Test of Adult Basic Education sub-test reports reviewed/shared with the education supervisors?	Yes	Gives it to the Principal or his supervisor and goes over it with them.
15.	Does the Test of Adult Basic Education Coordinator and at least two others have access to a California Department of Corrections and Rehabilitation email address and user account?	Yes	
16.	Does the Test of Adult Basic Education Coordinator have the most recent Test of Adult Basic Education database (within a week)?	Yes	The teacher pulls it from either the Office Technician or the one of the supervisor's computers that has e-mail to a flash drive. The file is then loaded on the TABE computer in the TABE coordinator's area.
17.	Are Test of Adult Basic Education testing protocols signed by current staff?	Yes	
18.	Are the Test of Adult Basic Education testing materials secured in a locked cabinet (mandatory standards)?	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

19.	Is a master inventory of Test of Adult Basic Education test booklets and answer sheets maintained by the testing coordinator?	Yes	Also uses a hard copy to track books and answer sheets with a check out and check in dates. The books are rechecked for completion before re-filed. Has the teacher materials are checked out to and the inmate who took the test.
20.	Is the Test of Adult Basic Education binder current and up-to-date with memos, purchase orders and instructions?	Yes	Was by the computer and easily accessible. Could use additional tabs for more ready access. Had trouble locating a memorandum requested.
21.	Is the Test of Adult Basic Education locator test being used when needed to determine which level appropriate Test of Adult Basic Education test to administer?	Yes	The Test Coordinator uses it for inmates who do not have a score. Said it is available to the teachers but the three teachers I spoke to were unaware it was available.
22.	<div style="border: 1px solid black; padding: 2px;">Teacher-Test of Adult Basic Education Testing</div> <p>Are teachers testing within 10 days of the student's initial entry into the classroom, as well as quarterly testing based on the Test of Adult Basic Education matrix?</p>	Yes	The teachers stated that their students are being tested within ten days of being assigned. The students are not being tested by the teachers. There are two ABE/assessment classes that are not aligned with any of the approved OCE policies and procedures.
23.	Are the Test of Adult Basic Education tests administered according to the testing matrix?	No	The teachers are not testing their assigned students.
24.	Is the Test of Adult Basic Education locator being used when needed to determine which level appropriate Test of Adult Basic Education test to administer?	No	Some of the teachers are not using the TABE locator when it is needed.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

25.	Are teachers using Test of Adult Basic Education pre-post subtest diagnostic reports for student needs assessment and are they reviewing test scores with inmates?	Yes	All of the teachers are reviewing the TABE pre-post test scores with their students.
26.	Are teachers using the Test of Adult Basic Education pre-post diagnostic subtest test results as a diagnostic tool for individualized instruction and troubleshooting Test of Adult Basic Education score losses in their classes?	Yes	All of the teachers stated that they were using the TABE diagnostic pre-post test scores to prescribe individualized instruction plans for each student.
27.	Are current Test of Adult Basic Education subtests placed in student's file?	Yes	All of the teachers had TABE scores in their student file folders.
28.	<div style="border: 1px solid black; padding: 2px;">Alternative Education Delivery Model:</div> Are Alternative Education Delivery Model Open Line schedules with dates and times posted in public areas for inmate access to educational services during off work hours?	No	The Alternative Education Delivery Model has not been implemented at SVSP. However, Mr. Adams on C-Yard is using some elements of the Alternative Education Delivery Model because of the extended lock down on C-Yard.
29.	Are the Television Specialist and Distance Learning Study Teacher developing a Distance Learning Study Channel schedule of courses, with dates and times, posted in public areas for inmates to review and complete their assignments?	No	The school has not implemented a Distance Learning program.
30.	Does the Television Specialist plan, supplement and implement electronic educational coursework with the Distance Learning Study teacher, utilizing Transforming Lives Network and airing educational programs such as Kentucky Educational TV General Education Development series on a weekly basis?	No	The school has not implemented a Distance Learning program.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

31.	Are teachers awarding inmates certificates for achievement/completion in Alternative Education Delivery Model programs?	No	No Alternative Education Delivery Model program has been implemented.
32.	Do all of the Education/Independent Study classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	No	The Alternative Education Delivery Model has not been implemented at SVSP.
33.	Do all of the Education/Work Program classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	No	The Alternative Education Delivery Model has not been implemented at SVSP.
34.	Do all of the Distance Learning classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	No	The Alternative Education Delivery Model has not been implemented at SVSP.
35.	Do all of the Independent Study classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	No	The Alternative Education Delivery Model has not been implemented at SVSP.
36.	<ul style="list-style-type: none"> Are teachers testing inmates within 10 days of being enrolled or assigned to Alternative Education Delivery Model program? Are the inmates' Test of Adult Basic Education subtest results analyzed by the teacher for appropriate Alternative Education Delivery Model lesson/class placement? 	No	The Alternative Education Delivery Model has not been implemented at SVSP.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

37.	<ul style="list-style-type: none"> Is the Alternative Education Delivery Model current enrolled/assigned inmate roster consistently kept updated? Is it given to the Vice-Principal and Principal on at least a weekly basis? 	No	The Alternative Education Delivery Model has not been implemented at SVSP.
38.	Are students' gains being recorded and tracked?	No	The Alternative Education Delivery Model has not been implemented at SVSP.
39.	Gender Responsive Strategies: Do all of the academic life skills classes have current course outlines that agree with the Office of Correctional Education/Gender Responsive Strategies (GRS) approved curriculum, i.e.? Women's Conflict and Anger Lifelong Management (W-CALM)(Feb. 2007), Women's Health (July 2007), Women's Parenting (January 2008) Women's Victims (July 2008)?	N/A	
40.	Do all of the academic life skills classes have current lesson plans that agree with the Office of Correctional Education/Gender Responsive Strategies approved curriculum?	N/A	
41.	ESTELLE and Behavior Modification Unit programs: Is there an effective system in place to track monthly attendance, reporting, and evaluation of assigned inmates, their performance; and participation that allows you to provide a clear over-all rating of progress of each student in the Behavior Modification Unit/ESTELLE program?	Yes	The teacher has a tracking system in place that allows him to effectively track attendance, reporting and evaluation of inmates assigned to the BMU program; and provide a progress report on each student participating in the program.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

42.	Is there a tracking and evaluation process to determine inmate progress on the Behavior Modification Unit curriculum competencies including Conflict and Anger Lifelong Management and are you providing documentation to Unit Classification Committee every 30 days detailing how the inmates assigned to the Behavior Modification Unit program are performing?	Yes	There is a tracking system in place to determine inmate progress on completing the BMU curriculum competencies; and provide a report to the classification committee every thirty days detailing progress on how inmates assigned to the program are performing.
43.	<ul style="list-style-type: none"> Do ESTELLE students have access to computers as required in the framework of the program for training? Does the teacher have Test of Adult Basic Education scores on all of the students in the program? 	N/A	
44.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) – Risk and Needs Assessment:</div> Are assessment teachers conducting assessments on eligible inmates as defined by the current Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Operations Manual?	N/A	
45.	Does assessment staff utilize the current standardized Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Tracking Form?	N/A	
46.	Are the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) questionnaires shredded daily in accordance with confidential document procedure?	N/A	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

47.	Are assessment interviews conducted in a semi-private environment?	N/A	
48.	Is appropriate assistance provided to inmates during participation in the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) assessment interview in accordance with departmental policies regarding Effective Communication, the Clark Remedial Plan, and Armstrong mandates?	N/A	
49.	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;">Security and Order:</div> Are personal alarms issued to teachers and do they wear whistles and the personal alarms?	Yes	
50.	Are exits clearly marked and emergency evacuation plans posted in accordance with the institution's emergency evacuation plan?	Yes	
51.	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;">Pre-Release</div> Does the Pre-Release curriculum contain Life Skills; Communication Skills; Attitude and Self-Esteem; Money Management; Community Resources; Job Application Training; Department of Motor Vehicles Practice Test; and Parole Services?	No	The Pre Release Teacher does not use the CDCR/OCE Pre-Release Curriculum and thus the materials used by the teacher does not contain the required the required subjects. He uses some components of the curriculum but other required components are not used.
52.	Do all of the Pre Release lesson plans contain the objective, handouts, and methods for student evaluation?	No	The Pre Release Teacher does not have a formalized set of lesson plans. However, he does have some good materials and resources information that is given to the students. Also she uses various videos that are viewed and discussed.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

53.	Is the Pre-Release teacher receiving appropriate institutional and Parole and Community Services Division (P&CSD) staff support?	Yes	The Parole agent assigned to SVSP comes for a half day to talk with the class and answer questions.
54.	Is the Pre-Release curriculum recording system in-use, accurate, and current and are copies of monthly records maintained?	No	The Pre-Release Teacher does not use the Pre-Release curriculum. He does, however, keep a record of what is requested by students.
55.	Does the Pre-Release instructor use a variety of teaching methodologies and allow for differentiation of instruction to meet individual learners' needs?	Yes	The Pre-Release Teacher does use videos, discussion, handouts and occasional speakers. Also he sends out a form with a list of various handouts available to any paroling inmate.
56.	Is the Pre-Release class a full-time program (4 days/8.5, 5 days 6.5 hours)? If no, is there an exemption on file?	Yes	It's a three week programs that runs 6.5 hours. The teacher stated that he had no problem receiving his students.
57.	Are all of California Department of Corrections and Rehabilitation 128-E's, completion chronological reports and classroom records current and accurate and reflecting a full quota student enrollment?	Yes	Has a full class and does a completion chronological report. He said he does not have a problem having students assigned.
58.	Does the Pre-release Teacher use the Framework for Breaking Barriers?	No	The teacher said it was available on the yard but does not use it within the pre-release program
59.	Does the Pre-release teacher provide the Office of Correctional Education with monthly Pre-release reports on time and maintain copies of those Monthly Pre-release reports?	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

60.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Recidivism Reduction Strategies Enhanced Outpatient Program Program: </div> <p>Is the Enhanced Outpatient Program Teacher a participating member of the Interdisciplinary Treatment Team (IDTT) meetings?</p>	Yes	<p>He said he has a very good relationship with the medical staff. He needs to stay focused on his job requirements. He is often asked to assist/help with inmates, projects, etc. outside the scope of his assignment. Needs to make sure his student's ITEP needs/goals are addressed then he can act as a resource to other EOP inmates when time permits.</p>
61.	<p>Is there a current roster of Enhanced Outpatient Program inmates determined eligible by Interdisciplinary Treatment Team (IDTT) and the Enhanced Outpatient Program teacher to receive education services?</p>	Yes	<p>Currently has 27 students, which is above the 15 required. With that number, it is difficult to provide good education services. The teacher was unaware of the 15 maximum and is trying to help everyone. He needs to concentrate on the 15 assigned students and be a resource to others as time permits.</p>

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

62.	Is the required student assessment for development of the Individualized Treatment and Education Plan (ITEP) completed in accordance with the Enhanced Outpatient Program assessment guidelines timelines?	No	The teacher had some difficulty in completing the assessment and ITEP within the timelines due to the number of Enhanced Outpatient Program inmates he was trying to provide services for. He was unaware that the maximum number of students was 15 and had overextended himself with 27 inmates. Additionally, he was using the Test of Basic Adult Education reading test to test inmates in the Enhanced Outpatient Program, that were not part of his assigned students, to identify placement in the college programs, etc. He was advised that was an inappropriate use of the Test of Basic Adult Education. Inmates who do not possess a Test of Basic Adult Education reading score should be referred to the education department for an initial Test of Basic Adult Education reading score or test.
63.	Is there documentation of the education services provided to Enhanced Outpatient Program inmates?	Yes	Documents all the education services provided to the 27 inmates. They sign in and out with a brief note of what they did.
64.	<div style="border: 1px solid black; padding: 2px;">Transforming Lives Network Program:</div> Are alternate modalities available for use within the housing units for the Distance Learning program? For example, video, Transitional Living Network, institutional television, visual worksheets, etc.?	No	The Alternative Education Delivery Model has not been implemented at SVSP.
65.	Is the television specialist recording Transforming Lives Network broadcasting and archiving copies for re-broadcast and individual teacher access?	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

66.	Is the television specialist setting up a broadcast schedule for the school and distributing that schedule to the school faculty?	No	There is a schedule but it is not distributed to the faculty.
67.	Are school faculty members given the opportunity to provide input into the broadcast schedule?	No	Faculty members do provide input into the broadcast schedule.
68.	<div style="border: 1px solid black; padding: 2px;">Recreation/Physical Education (P.E.):</div> Is there a current and comprehensive activity schedule for the Recreation and/or Physical Education Program?	Yes	
69.	Does the Physical Education teacher follow the California Department of Corrections and Rehabilitation approved selection process for movies?	No	These duties are not being performed by the Physical Education teacher; the TV Specialist is currently selecting the movies.
70.	Does the Physical Education teacher have sign-up sheets, team rosters, or other evidence of inmate participation in sports and health education activities?	Yes	
71.	Is California Department of Corrections and Rehabilitation-approved State frameworks curriculum being used and are course outlines present?	Yes	
72.	Are health education, physical fitness training and recreational activities being provided to the Special Needs populations?	Yes	
73.	Does the Physical Education teacher have a system in place to ensure accountability for state property including sports equipment, clothing and supplies?	Yes	According to the Physical Education teacher a system is in place to ensure accountability.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

74.	Are there sufficient supplies, such as board games and sports equipment, to ensure a viable Physical Education program?	Yes	According to the Physical Education teacher there are sufficient supplies and equipment.
75.	Are time-keeping records (California Department of Corrections and Rehabilitation Form 1697) on inmates assigned to work for the Physical Education teacher being kept?	N/A	There no inmates assigned to the Physical Education teacher.
76.	<div style="border: 1px solid black; padding: 2px; background-color: #f2f2f2;"> Recidivism Reduction Strategies (Physical Education): </div> Are health education, physical fitness training and recreational activities being provided to the geriatric population (age 55 and over)?	Yes	
77.	Have the funds for the Recidivism Reduction Strategies funds for the geriatric population been expended for the geriatric population?	Yes	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

NO.	INSTITUTION: SVSP DATE: February 5-8, 2008 COMPLIANCE TEAM: Beverly Penland	YES/NO N/A	COMMENTS
1.	<div data-bbox="159 346 907 390" style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;">Student Job Description:</div> <p>Are all of the inmate students' job descriptions accurate, complete, signed, and available?</p>	Yes	
2.	<div data-bbox="159 546 907 590" style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;">Student Records/Achievements:</div> <p>Do all of classroom files reflect Test of Adult Basic Education scores that are not over six months old for students under the California Department of Corrections and Rehabilitation Literacy Plan and Office of Correctional Education Test of Adult Basic Education testing criteria?</p>	No	<p>The two vocational teachers at SVSP do not administer the Test of Basic Adult Education Test on the students enrolled in their programs.</p> <p>There are two vocational programs at SVSP, <u>landscaping</u> and <u>janitorial</u>. Both teachers and their students are assigned to the visiting room as their classrooms/vocational shops. There is a divider separating the two vocational classes. This is not a learning-conducive environment. There is no appropriate equipment, supplies, or areas to train their students. <u>The teachers are unable to provide any hands-on training in either program;</u> the teachers are limited to book work and theory only. The teachers had not started the Test of Basic Adult Education testing on the students enrolled in their programs.</p>
3.	<p>Are all of the California Department of Corrections and Rehabilitation 128-E chronological reports, classroom records and timekeeping documents, current, accurate, and secure?</p>	Yes	
4.	<p>Is the curriculum recording system in-use, accurate, and current?</p>	Yes	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

5.	Does the Permanent Class Record Card (California Department of Corrections and Rehabilitation Form 151) reflect the minimum student contact time of 6.5 hours x-time or 8.5 hours of x-time (on full days) for 4-10 programs?	Yes	
6.	Are elective credits in the designated vocational subject being issued to inmates and recorded on the transcript?	No	The teachers were not aware this was an option.
7.	Are Trade/Industry Certifications being issued and recorded to those students earning them?	No	No certifications have been issued because students do not have the opportunity to learn the hands-on portion of the curriculum.
8.	Are Certificates of Completion or Achievement being issued and recorded for those students earning them?	Yes	Although no students have been able to complete the classes.
9.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Instructional Expectations:</div> Do all of the vocational education classes have course outlines that agree with the California Department of Corrections and Rehabilitation curriculum?	No	There were no course outlines for the programs.
10.	Do all of the vocational education classes have lesson plans that agree with the California Department of Corrections and Rehabilitation curriculum?	Yes	The teachers were using the current curriculum and recording system.
11.	Have the Literacy Implementation Plan sections (applicable to Vocational Education) been incorporated through a core set of literacy materials into the instructional plan and do lesson plans verify this?	No	The teachers are not administering the Test of Basic Adult Education. Therefore they do not know who in the program may need literacy.

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

12.	Are Vocational Instructors conducting and documenting at least 4 hours of approved related formal classroom training each week for all inmate students?	No	The two vocational programs have nothing else but related book training as the teachers are not <u>able to provide any hands-on training</u> . They are not documenting the related training. However, the teacher was signing off units on the recording systems as the inmates completed them.
13.	Are all of the vocational programs that have a nationally recognized certification programs participating in that program?	No	Neither program is participating in the nationally recognized certification programs because there is <u>no hands-on training.</u>
14.	<div style="border: 1px solid black; padding: 2px;">Recidivism Reduction Strategies:</div> <p>Is the Recidivism Reduction Strategies program instruction issuing trade certifications and/or National Center for Construction Education and Research (NCCER) certifications?</p>	N/A	
15.	<div style="border: 1px solid black; padding: 2px;">National Center for Construction Education and Research:</div> <p>Is all the National Center for Construction Education and Research (NCCER) accreditation guidelines for Standardized Training being used?</p>	N/A	
16.	Are the Building Construction Trades using the Contren Learning Series text books as the primary classroom text book?	N/A	
17.	Do all of the National Center for Construction Education and Research instructors have the resources needed to effectively teach the related trades?	N/A	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

18.	Are all of the building trade instructors currently National Center for Construction Education and Research Certified Instructors and have attended the Instructor Certification Training Program (ICTP)?	N/A	
19.	Are all of the craft instructors maintaining and conducting record keeping as outlined in the National Center for Construction Education and Research Accreditation Guidelines?	N/A	
20.	Are all of the instructors maintaining the confidentiality and maintain restricted access to inmate social security numbers used on the National Center for Construction Education and Research Form 200's?	N/A	
21.	Are all of the written National Center for Construction Education and Research tests, National Center for Construction Education and Research test CD-ROMs and National Center for Construction Education and Research answer keys maintained in a secure locked location with an inventory of the tests on hand?	N/A	
22.	Are all of the students evaluated based on a 70% minimum passing score on National Center for Construction Education and Research written examinations?	N/A	
23.	Are those students that fail a National Center for Construction Education and Research written test or practical exam required to wait a minimum of 48 hours prior to being retested?	N/A	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

24.	Are 90% or more of the students completing the first six National Center for Construction Education and Research CORE Modules prior to starting the Level 1 for the trade?	N/A	
25.	Are all National Center for Construction Education and Research performance evaluations conducted for each module and a record of the Performance Profile Sheet maintained?	N/A	
26.	Upon successful completion of the National Center for Construction Education and Research written and performance evaluation, is the instructor documenting and submitting the Form 200 to the Unit Training Representative (UTR) for signature and forwarding to Office of Correctional Education?	N/A	
27.	Are all of the instructors accepting National Center for Construction Education and Research Modules and Completion Certifications issued prior to students being assigned to the vocational class?	N/A	
28.	<div style="border: 1px solid black; padding: 2px;">Test of Adult Basic Education Testing</div> Are teachers testing within ten days of the student's initial entry into the classroom, as well as quarterly testing based on the Test of Adult Basic Education matrix?	No	The Test of Basic Adult Education testing is not being administered. This is contrary to the CDCR/OCE Literacy Implementation Plan (Penal Code 2053.1) and TABE Testing policy.
29.	Are the Test of Adult Basic Education tests administered according to the testing matrix?	No	The Test of Basic Adult Education testing is not being administered. This is contrary to the CDCR/OCE Literacy Implementation Plan (Penal Code 2053.1) and TABE Testing policy.

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

30.	Is the Test of Adult Basic Education locator being used when needed to determine which level appropriate Test of Adult Basic Education test to administer?	No	The teachers were not aware this was available. The vocational programs are fairly new classes but the teachers had not requested test booklets or started the Test of Basic Adult Education testing process.
31.	Are teachers using Test of Adult Basic Education pre-post subtest diagnostic reports for student needs assessment and are they reviewing test scores with inmates?	No	The Test of Basic Adult Education testing is not being administered. This is contrary to the CDCR/OCE Literacy Implementation Plan (Penal Code 2053.1) and TABE Testing policy.
32.	Are teachers using the Test of Adult Basic Education test results as a diagnostic tool for individualized instruction and trouble shooting Test of Adult Basic Education score losses in their classes?	No	The Test of Basic Adult Education is not administered. This is contrary to the CDCR/OCE Literacy Implementation Plan (Penal Code 2053.1) and TABE Testing policy.
33.	Are current Test of Adult Basic Education subtests placed in student's file?	No	The Test of Basic Adult Education is not administered. This is contrary to the CDCR/OCE Literacy Implementation Plan (Penal Code 2053.1) and TABE Testing policy.
34.	<div style="border: 1px solid black; padding: 2px;">Gender Responsive Strategies:</div> <p>Do all or more of the Gender Responsive Strategies (GRS) vocational classes have current course outlines that agree with the Office of Correctional Education/Gender Responsive Strategies approved curriculum, i.e. Cosmetology, Mill & Cabinet, Cable Technician, etc.?</p>	N/A	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

35.	Do all or more of the vocational classes have current lesson plans that agree with the Office of Correctional Education/Gender Responsive Strategies approved curriculum?	N/A	
36.	<div>Security and Order:</div> Are personal alarms issued by institution to instructors and do they wear a whistle and the personal alarms?	Yes	
37.	Are exits clearly marked and emergency evacuation plans posted in accordance with the institution's emergency evacuation plan?	Yes	
38.	Is there an Inmate Safety Committee that conducts and records weekly safety inspections?	No	The teachers have not established inmate Safety Committees or inspections form/list.
39.	Are safety meetings being held and documented?	No	<i>The Landscaping teacher is providing safety lesson to his students on equipment used in the landscaping program but does not document it.</i>
40.	<div>Trade Advisory Committee:</div> Does the instructor have a documented, Trade Advisory Committee that meets at least quarterly?	Yes	
41.	<div>Job Market Analysis:</div> Is a current Employment Development Department Job Market Analysis and/or institutional Job Market Survey on file?	Yes	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

42.	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;">Apprenticeship:</div> <p>Is there an active Apprenticeship Training Program?</p>	N/A	
43.	<p>If yes, do inmates meet apprenticeship requirements and receive pay?</p>	N/A	
44.	<p>Does the instructor have a documented active Joint Apprenticeship Committee that meets at least quarterly within the institution?</p>	N/A	
45.	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;">Employee and Community Services Programs.</div> <p>If vocational education programs are participating in Employee Services Programs, are they meeting Department Operation Manual and Penal Code requirements?</p>	N/A	
46.	<p>If vocational education programs are participating in community service projects, are they meeting Department Operation Manual requirements?</p>	N/A	

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

NO.	INSTITUTION: SVSP DATE: February 5-8, 2008 COMPLIANCE TEAM: Philip Renteria	YES/NO or N/A	COMMENTS
1.	<div data-bbox="168 380 911 422" style="background-color: #e0e0e0;">Library Staffing:</div> <ul style="list-style-type: none"> • Does the Principal, Academic Vice-Principal, or Vocational Vice-Principal supervise the library staff? • Does the Senior Librarian implement/plan the library program? 	No	<p>The position of Senior Librarian is vacant.</p> <p>The institution is relying on a retired annuitant to perform the duties of the vacant Senior Librarian position.</p> <p>Every effort should be made to recruit a permanent replacement.</p>
2.	<div data-bbox="168 764 911 837" style="background-color: #e0e0e0;">Department Operation Manual and Department Operation Manual Supplement:</div> <ul style="list-style-type: none"> ▪ Is the current Department Operation Manual, Section 53060 available in main library (ies) and satellite library (ies)? ▪ Is there a Department Operation Manual library supplement that is brief, and contains no new policies and/or regulations unless they are court-ordered and does the Department Operation Manual supplement reflect the current, actual local library program? 	Yes	
3.	<div data-bbox="168 1220 911 1262" style="background-color: #e0e0e0;">General Population (GP) Access Hours:</div> <ul style="list-style-type: none"> ▪ Are library hours of operation posted where General Population inmates can see them, and do General Population inmates have access to the library during off work hours? ▪ Do General Population inmates have regular access to non-legal library services? 	Yes	
4.	<div data-bbox="168 1549 911 1623" style="background-color: #e0e0e0;">General Population Law Library Documentation:</div> <ul style="list-style-type: none"> ▪ Is there documentation of General Population inmates' access to law library for a minimum of two hours within seven calendar days of their request for legal use. ▪ Is there a list showing inmates who request legal access, and those who received access? 	Yes	

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

5.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Restricted Housing Status Inmate Access:</div> <ul style="list-style-type: none"> ▪ If there are Restricted Housing inmates in the institution, is there a Department Operation Manual supplement relating to their use of the library? ▪ Is there a method for Restricted Housing inmates to request physical access to the law library which includes a list showing Restricted Housing inmates requests for access and inmates who actually used the library and is access granted for a minimum of one two-hour block of time if needed by the inmate, within seven calendar days of a request? 	No	<p>The Department Operation Manual supplement speaks to the Restricted Population's access to Law Library Service. However no Central Law Library exists with the required Library security booths. The print Law Library is a storage facility which does not provide the REQUIRED physical access to the Law Library. The print collection should be moved into the Designed Law Library Facility, which now houses the Textbook Depository. The Central Library should have Library Security Booths installed to service restricted populations. Physical access is currently not being provided and Law Library Electronic Data System access does not provide the required physical access.</p>
6.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Restricted Housing Status Non-Legal Library Services:</div> <p>Do Restricted Housing inmates receive general library services?</p>	Yes	<p>Deposit collections comprising primarily of used and damaged recreational library materials are provided, to restricted population inmates. This level of service requires up grading to a request service, consistent with staffing.</p>
7.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Library Expenditures:</div> <ul style="list-style-type: none"> ▪ Are library funds spent for magazines/newspaper subscriptions, fiction and nonfiction books, supplies, processing, repair, and interlibrary loan fees? ▪ If other items are purchased, are they for library use? 	No	<p>Library purchases are poorly tracked and /or accounted for.</p> <p>Library monies intended for recreational purposes are redirected and spent for supplemental Law Library materials that are not required if the print Law Library were to be utilized. If these purchases are required for the convenience of the institution they should be purchased using institutional support funds.</p>

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

8.	Inmate Welfare Funds (IWF) Expenditure: Are Inmate Welfare Funds used to purchase newspapers, magazines, and paperback fiction books, etc.?	Yes	
9.	Law Library Expenditure: <ul style="list-style-type: none"> Does the Senior Librarian understand the process associated with receiving the mandated law discs/books through the warehouse or mail room? Are the Stock Received Reports completed and submitted to the Regional Accounting Office? 	Yes	
10.	<ul style="list-style-type: none"> Are all received mandated law books and discs made available to inmates in a timely manner? Are the discs timely loaded on the Law Library Electronic Data System computer? Are the law books shelved promptly? 	No	Library staff reports almost no Information Systems support by the institutional Associate Information System Analyst on computer-related issues. Law Library printed materials are shelved wherever room is available in a storage area, in no coherent manner consistent with modern library procedures.
11.	<ul style="list-style-type: none"> Are law library CD-ROMs checked in by the Associate Information System Analyst? If not, who checks them? 	No	The retired annuitant checks in the law library CD-ROMs.
12.	Does the librarian know what steps to take if a mandated law library book or CD-ROM is not received when it should be?	Yes	

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

13.	Library Book Stock - Quality, Part I: <ul style="list-style-type: none"> • Within the entire institution's libraries, is there at least one encyclopedia with a copyright date within the last five (5) years and one unabridged dictionary (no older than 5 years); • Does the library program have at least three directories relevant to the questions asked by the population served? 	Yes	
14.	Library Book Stock - Quality, Part II: <p>Does each library in the institution have a current world almanac, an atlas that is no more than three (3) years old, an English language dictionary that is no more than five (5) years old, and a Spanish and English dictionary that is no more than ten (10) years old?</p>	Yes	
15.	Library Book Stock - Quality, Part III: <ul style="list-style-type: none"> • Does each library regularly inspect the physical condition of their books? • Does the library program have a book repair procedure 	Yes	<p>Damaged books are placed in the restricted population areas book cart deposit collections, for recreational reading purposes and are not tracked, for return. Newer materials should be used and in better condition, requiring a tracking system.</p>
16.	Library Book Stock - Quality, Educational Support, Literacy, Multi-Ethnicity: <p>Does each library in the institution have at least one (1) textbook and two (2) supplemental titles which have copyright dates not more than ten (10) years old representing each vocational and academic program in the institution, a minimum of 100 titles representing high interest/low level reading books, a minimum of 250 multi-ethnic titles, including but not limited to Black American, Asian-American, Hispanic-American (inc. Spanish language) and Native American materials?</p>	Yes	

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

17.	Library Book Stock - User Orientation: <ul style="list-style-type: none"> Are book collections designed to meet the needs and interests of the inmate population served? Does the librarian regularly meet with an inmate library advisory group, and does the library maintain a suggestion box? 	Yes	Long term collection development needs to be instituted, with an automated tracking system to insure the return of library materials the goal. The use of library materials that are substandard, damaged and (used at time of purchase) is not conducive to good collection development. These materials are considered expendable at time of purchase. Library staff meet with the MAC, suggestions boxes are utilized.
18.	Library Book Stock - Quantity: (Department Operation Manual Book Aug) <ul style="list-style-type: none"> Does the current library collection contain the number of fiction and nonfiction books mandated by California Department of Corrections and Rehabilitation? Does this include any new books purchased through Recidivism Reduction Strategies (RRS) funding? 	Yes	Difficult to determine as all libraries are small and un-automated they did however appear well stocked. Books purchased under the Recidivism Reduction Strategies were redirected to the literacy program as a component of the academic program, and are not used nor housed in the library.
19.	Have all books purchased through the Recidivism Reduction Strategies funds been received, shelved, and inmate use tracked?	No	Books purchased under the Recidivism Reduction Strategies were redirected to the literacy program as a component of the academic program, and are not used nor housed in the library.
20.	Book Access: <ul style="list-style-type: none"> Is there a card catalog or equivalent system that inmates can use to find a book by title, author, or subject matter? Can inmates request books that are not in the library collection? 	Yes	Staff utilize data-based booklist
21.	Circulation: <p>Is there an adequate library book checkout system in place and an adequate overdue system in use?</p>	Yes	Manual circulation procedures

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

22.	Mandated Law Library/California Code of Regulations, Department Operation Manual <ul style="list-style-type: none"> Are the Gilmore v. Lynch mandated law books up to date? Does the library collection have the most current California Code of Regulations/Title 15 in English and Spanish? Is there a method of displaying proposed and actual revisions of California Code of Regulations/Title 15 for the inmate population, and does each library have a complete up-to-date Department Operation Manual? Are all the Law Library Electronic Data System computers up-to-date and operating in each library? 	No	These materials are ordered by CDCR/OCE Headquarters Office. The books have been ordered. Shipment to follow when purchase orders are approved.
23.	Law Library - American Disability Act (ADA): Are American Disability Act mandatory postings present in the library?	Yes	They are posted as required
24.	Circulating Law Library: Is a procedure for accessing the Circulating Law Library in place?	No	Circulating Law Library Service does not exist at the State Level, contracts are not in place
25.	Court Deadlines: Are court deadlines verified, and is there documentation that inmates with established court deadlines have priority access to the library?	Yes	Court deadlines verified by library staff and inmates are assigned PLU status as required
26.	Law Library Forms and Supplies: Do inmates have access to court required forms; are required legal supplies adequate and available; are procedures to distribute forms and supplies appropriate; and do all law libraries follow the same law library procedures?	Yes	

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

27.	<div style="border: 1px solid black; padding: 2px;">General Library Forms and Supplies:</div> <p>Are adequate supplies available to process library materials, and are there standardized forms for library procedures that are used by all the libraries in the institution?</p>	Yes	
28.	<div style="border: 1px solid black; padding: 2px;">Inmate Clerk Training:</div> <ul style="list-style-type: none"> • Do inmate library/law library clerks receive documented training? Are training records maintained for each inmate employee? • Do inmate clerks receive training on a regular basis in law library and general library processes? 	Yes	
29.	<div style="border: 1px solid black; padding: 2px;">Security and Order:</div> <ul style="list-style-type: none"> • Are personal alarms issued by institution to library staff; does library staff wear a whistle and the issued personal alarms? • Are exits clearly marked and evacuation plans posted in accordance with the institution's emergency evacuation plan? 	No	Education staff was observed in the Text-Book Depository Building without personal alarms, when questioned it was explained that inmates were not allowed in that area.

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

	INSTITUTION: SVSP DATE: January 28, 2008 COMPLIANCE TEAM: Mark Lechich	YES/NO or NA	COMMENTS
Duty Statement / Job Description / Credentials			
1.	Do you have a current duty statement on file (within one year)?	N/A	SVSP does not have a Phase I or II Literacy Learning Lab.
2.	Do you have a valid credential on file?	N/A	
Security / Order			
3.	Are personal alarms issued by the institution to teaching staff, and worn?	N/A	
4.	Are exits clearly marked and emergency evacuation plans posted in accordance with the institution's emergency evacuation plan?	N/A	
Supervisory / Support			
5.	Do you receive support from your supervisor and other educational staff?	N/A	
6.	Does the Vice Principal visit/observe your class? Does the Principal visit /observe your class? Do you maintain a sign-in log?	N/A	
Inmate Enrollment			
7.	Do you maintain a minimum enrollment of 27 students?	N/A	
8.	Do students receive direct/group instruction?	N/A	
9.	Is the Literacy Learning Lab a "self contained" program?	N/A	
Student Records / Testing Achievements			
10.	Do you verify non-GED or HS graduation of the student?	N/A	

COMPLIANCE REVIEW FINDINGS FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

	INSTITUTION: SVSP DATE: January 28, 2008 COMPLIANCE TEAM: Mark Lechich	YES/NO or NA	COMMENTS
11.	Do you start a student record file upon the student entering the Literacy Learning Lab program?	N/A	
12.	Does each student have a current TABE score? <i>If not, do you refer the student for testing?</i>	N/A	
13.	Do you assess student's basic skill level? <i>Describe</i>	N/A	
14.	Are at least 90% of the CDC-128E's, classroom records and accountability documents current, accurate and secured?	N/A	
15.	Are the Student Files current (incl. TABE and any assessment scores)? <i>Review</i>	N/A	
16.	Is there a current Student Job Description on file?	N/A	/
Instructional Expectations			
17.	Do you use the approved CDCR Competency Based ABE curriculum?	N/A	
18.	Use of differentiated instructional methods? <i>Describe</i>	N/A	
19.	Do students track their own progress?	N/A	
20.	Do the students receive computer orientation? Is there continuous training? <i>Describe</i>	N/A	
21.	Do you maintain course outlines and lesson plans? <i>Review files</i>	N/A	
22.	Do you use alternative assessment instruments (besides the required TABE), to determine a student's instructional plan? <i>Describe</i>	N/A	
23.	Do students spend an average of six months of instructional time enrolled in the program?	N/A	
Other Services			

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

	INSTITUTION: SVSP DATE: January 28, 2008 COMPLIANCE TEAM: Mark Lechich	YES/NO or NA	COMMENTS
24.	Do you refer students to other services, i.e. medical? <i>Describe the process.</i>	N/A	
25.	Do you provide the students career-related information?	N/A	
26.	Do you have student aides? If so, how many and how are they used?	N/A	
Training			
27.	Have you participated in conferences, workshops and seminars from July 1, 2007– December 31, 2008? If so, provide a list.	N/A	
Expenses			
28.	Are spending levels appropriate for material purchases and training to support program needs?	N/A	
Equipment			
29.	Do you maintain a complete and current inventory of equipment? Is equipment tagged with a Workforce Investment Act property tag? <i>Conduct an inventory.</i>	N/A	
30.	Is your software appropriately maintained by PLATO's technical field staff?	N/A	
31.	Do you register all new software purchases with the AISA?	N/A	
Committees / Meetings			
32.	How often do you meet with the referral teacher for consultation on a student?	N/A	
CASAS/TOPSPRO Management Information System (MIS) Coordinator			

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

	INSTITUTION: SVSP DATE: January 28, 2008 COMPLIANCE TEAM: Mark Lechich	YES/NO or NA	COMMENTS
33.	Have you been trained in the area of California Accountability and the TOPSpro Management Information System to appropriately perform your duties as a Comprehensive Adult Student Assessment System Coordinator? When was the date of the last training?	Yes	Mr. Sindel and Ms. Mavis Perez attended the October, 2007 TOPSpro training conducted by the WIA Administrator.
34.	Do you have an adequate amount of Comprehensive Adult Student Assessment System (CASAS) testing materials to implement CASAS? <i>Explain the CASAS testing procedures at your institution.</i>	Yes	Adequate amount of testing material. Test list sheet is given to teacher and copy of list remains with coordinator. Sign-Out/Sign In Sheet system.
35.	Are the Comprehensive Adult Student Assessment System testing materials appropriately inventoried and secured?	Yes	Locked in cabinet in secured Testing Office.
36.	Are you using the latest version of the TOPSpro Management Information System software?	Yes	TOPSpro version 4.6 Build 68.
37.	Is the hardware equipment (Scantron machine) and software (TOPSpro Management Information System) used to implement Comprehensive Adult Student Assessment System appropriately maintained?	Yes	Scanner is antiquated and a new scanner is on order. The computer is in good shape.
38.	Do you provide each teacher with a Student Performance by Competency Report to assistance them in preparing lesson plans?	Yes	Competency Reports for Students and Class. Student Gains by Class Report.
39.	Do you know how to generate the California Payment Point Report ? Can you generate a Preliminary Payment Point Report ?	Yes	Weekly to keep tabs on student progress for teachers. Assist Coordinator with data cleaning.

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

INSTITUTION: SVSP DATE: January 28, 2008 COMPLIANCE TEAM: Mark Lechich		YES/NO or NA	COMMENTS
40.	Are the appropriate students receiving and completing the Core Performance Surveys ? <i>Explain the process in place to ensure that students are receiving the surveys.</i>	Yes	If the ex-student is still at the institution the CASAS Coordinator locates student to complete survey and submit to the WIA Administrator.
41.	Can you generate an up to date list of students that will be receiving the Core Performance Survey for the past quarter?	Yes	First Quarter data showed "No Student Qualified".
42.	Can you generate a Data Integrity site review?	Yes	Data Integrity Report is used for assisting Coordinator to locate errors in the data.
43.	Can you generate a Student Gains by Class Report ? Can you produce five student Entry/Update records and Pre/Post Test records? (Check reports with Student Gains by Class Report and Student Lister . Dates, testing books, and scores should match between records)	Yes	This report is given to teachers and supervisors to account for the students learning gains. All records matched.

Comments:

Educational Grievance Procedure Statement is included in the student Job Description. The statement is displayed in classrooms.

SVSP does not have a current WIA Inventory List.